



MSSB/MIS_08/2018

13 August 2018

Circular to Money Service Operators

Anti-Money Laundering/Counter-Terrorist Financing

Suspicious Transaction Report

Suspicious transaction reporting (“STR”) is a vital and integral part of the regime to combat money laundering and terrorist financing. Money service operators (“MSOs”) are reminded to ensure that any STR submitted by them contains accurate, sufficient information of the transaction and the person or entity involved, and a reasonably detailed analysis of the suspicion triggering the obligation to file the report. By providing as much relevant information as possible in the STR, MSOs will minimize the need for the Joint Financial Intelligence Unit (“JFIU”) to request further information from them that is required for analysis and follow-up.

MSOs can compile an STR with the use of the proforma report available for download from the JFIU website at <http://www.jfiu.gov.hk/index.html>, to provide as much relevant information to the JFIU as possible. MSOs are reminded that it is not necessary to duplicate the filing of the same STR to the JFIU by using more than one submission method. In the case of an STR compiled in handwriting, MSOs should take care to ensure that the handwriting is legible. To facilitate JFIU in processing an STR and giving feedback to the reporting entity, contact details such as contact person’s name, telephone number, email, etc. should be provided in the STR. In addition, a reference number should also be assigned to each STR filed such that JFIU may quote that reference number when giving feedback on a particular STR to the reporting MSO. MSOs should take care to ensure no missing pages in the completed proforma report and supporting documents submitted to the JFIU. Especially when a large number of pages are involved, submission via STREAMS or email is preferred to avoid missing some pages during transmission. An explanation, with appropriate elaboration, of the suspicion and details that has triggered the filing of the STR should be provided to allow the JFIU to better understand the situation giving rise to the suspicion and has such sufficient information to analyse and follow up.

MSOs when fulfilling their statutory obligations to file a STR are encouraged to make reference to the reporting methods and advice available on the website of the JFIU.

Should you have any questions regarding the contents of this circular, please contact us on 2707 7819.

Money Service Supervision Bureau
Customs and Excise Department

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